



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SENIOR LIBRARY SERVICE SPECIALIST

Posting Number

PN# 107078

Department

Library Department

Division

East District*

Section

Smith Branch*

Reporting Location

3624 Scott*

Workdays & Hours

Rotating Schedule*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides paraprofessional reference service for patrons in person, by telephone, and by mail. Conducts reference research on an in-depth level that may require on-line database searches. Provides reader's advisory services; provides instruction in reference methods and sources, directories and guides in response to patron needs. Responsible for selection, training, scheduling, supervision and job performance evaluations of the department's full-time and part-time library assistants. Performs other functions essential to the efficient operation of the library. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must have excellent communication skills, oral and written. Must be able to use a computer to access/input information. Ability to move freely through the work environment. Position requires stooping and bending.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Library Service or closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in professional library work is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Customer/Public Services experience preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Experience working with children would be a plus. Bilingual ability, English/Spanish is preferred. Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

\$ 1113 - 1446	<u>Salary Range - Pay Grade 16</u>	
Biweekly	\$ 28,938 – 37,596	Annually

OPENING DATE

October 12, 2005

CLOSING DATE

October 25, 2005

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer